

EVALUATION OF EFFECTIVENESS OF 'FIVE TIME ZONE CONCEPT'

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ABSTRACT

Time Management is much more than simply managing time. It's all about controlling the usage of their undervalued and precious resource. It's all about managing oneself to time related. Managing the priorities of one and taking responsibility for the situation and time usage. It features openness to embrace methods and customs that help us to maximize the usage of time. With great time management abilities you can control the allocation of time, the amount of energy and tension levels necessary to complete the job in hand. Attempting to attain a work life balance that is suitable is a dream everyone hates. It isn't just how long you've, but how one handles the use of time. To quicken the capability to handle time, managers will need to strike a correct balance between monochrome and polychronic elements of time management.

KEYWORDS: Time, Self Discipline, Work Life Balance, Planning, Efficiency, Rock, Pebbles and Sand Analogy, Prioritize & Schedule

Received: Feb 25, 2019; **Accepted:** Mar 15, 2019; **Published:** Apr 27, 2019; **Paper Id.:** IJHRMRJUN20197

INTRODUCTION

Time management refers to a selection of techniques, tools and skills used to control time whilst attempting to accomplish targets, jobs or tasks. The job follows a vast selection of tasks including allocation of resources, preparation, delegating, tracking, organizing, scheduling and establishing goals evaluation of time spent. The expression has assumed a notion including activities, although the discussion of time management has been connected with business or industrial activities. A time management program is a mix of techniques, tools and procedures.

REVIEW OF LITERATURE

The Notion of Utilizing four quadrants to Ascertain the priority Covey's system uses four distinct quadrants which allows you to prioritize jobs in connection with their significance and urgency consequently enabling the planner to choose whether he must deal with a job immediately or whether it could be postponed. The Moment Management matrix is divided Urgency and importance.

	URGENT	NOT URGENT
IMPORTANT	Quadrant I: Urgent & Important	Quadrant II: Not Urgent & Important
NOT IMPORTANT	Quadrant III: Urgent & Not Important	Quadrant IV: Not Urgent & Not Important

Source: Stephen Covey's The Seven Habits of Highly Effective People

Figure 1

The matrix, also Called Eisenhower's Urgent-Important Principle, distinguishes between urgency and importance.

- Important responsibilities, contribute to the achievement of the goals of one.
- Urgent responsibilities, which require immediate attention. These actions are tightly linked to The achievement of somebody else's goal. Not dealing with these issues will Cause immediate consequences.

Time Management is much more than simply managing time. It's all about controlling the usage of their -- source that is very precious -- and undervalued. Oneself is being managed by it to time. It's currently establishing priorities and taking responsibility for the time and situation usage. It's being willing to embrace approaches and customs to make utilization of time.

With great time management abilities you can control the allocation of time, the amount of energy and tension levels necessary to complete the job in hand. An individual should keep equilibrium between private life and his work. One finds flexibility to react to new chances or surprises. It's not just how long you've, but how one handles time use it.

Globally known authority on time management Dr. Alec Mackenzie in his book *The Time Trap* asserts that the idea of time management is really a misnomer since one actually cannot handle time at how other sources such as financial capital, physical capital, human capital, time and information could be handled. While the first four each can be augmented, reduced, moved or otherwise commanded, Time cannot be manipulated. Dr. Mackenzie asserts that in regards to time, an individual can simply manage oneself in connection with it. As you can control tools, an individual cannot control time - you can control the tools are used by one. In the world in time re-created or can't be substituted. It's thus not for us to choose whether we save or invest time except to choose how we spend it.

MISCONCEPTIONS ABOUT TIME

There are lots of misconceptions that we have all about time. They affect everyone like those individuals who might be considered potent and successful. Here are a Few of the Dr. Mackenzie's misconceptions

- Time management is straightforward it takes is common sense. That the self-discipline necessary to practice effective time management isn't straightforward, although it's a fact that rule is straightforward.
- Function is done under stress. Studies show that this to be no longer than an excuse for procrastination. An individual does not operate well under stress does the best you can under the circumstances that are specified. Challenge and Stress should not be mistaken. The functionality once the Indian Cricket Team is in problem of Virat Kohli has to do with determination and program instead of pressure.
- I use a record, a journal and also have a secretary. One must maintain oneself organized - nobody can perform it. The trouble with all the man is that he has time examine his journal or to follow his secretary.
- I don't have enough time. Supervisor or the employee gets more work than laggards get done in the moment, done in the hours of the afternoon. Not and he then need to work against tight deadlines and remarkably the reduction.
- My occupation is creative although time direction may be helpful for some sorts of job. Time management isn't about regular. You is prevented by Deficiency of subject from being great instead of excellent.
- Time management takes the pleasure and liberty of spontaneity. Is working visiting appointments, making apologies and excuses noise to be enjoyable? If by company you'd one or two hours, Could it not Be Far More fun

Daily to spend together with the Loved ones, to play games, read a novel, plan for tomorrow and the day and week?

THE ELEVEN TIME THIEVES

Dr. Donald E. Wetmore ("Time Thieves: The 11 Biggest Time-wasters Revealed") lists out the eleven 'inconsiderate troupe' of eleven thieves who gang around steal a few of their valuable time away from successful use of supervisors.

- **Poor Planning:** Struggling to find the worth of preparation and getting impatient for something done would be the causes of bad preparation. Absence of a strategy of activity is very likely to trigger a beginning off, resulting in time usage. The supervisors may not find time.
- **Crisis Management:** Emergency management is an offspring of deficiency of prioritization of jobs. As a consequence of the inability to differentiate between the significant the pressing and the activities that are unnecessary, activities that are insignificant are very likely to get done at the price of tasks that are significant. The managers aren't very likely to find time to get around to the things.
- **Procrastination:** It's not difficult to put jobs off if they're not due' away. The problem is, jobs may induce managers to run to a time crunch and pile up. The anxiety of failure/success needing to do it all or any priorities usually triggers off procrastination. It's a virtue to wish to do a job that is fantastic. However, some people today get concerned about getting a task done they never finish it. Managers must examine if their attempts to get the job done absolutely are actually improving things or preventing them from obtaining the task done,
- **Interruptions:** Distractions and interruptions appear because of Deficiency of poor concentration, preparation and lack over environment. They are thieves of the time of a manager and come in several types - telephones, traffic, E-mails poor communications and, unscheduled meetings confused chain of jurisdiction etc. Managers ought to be willing to give their time only because it is demanded by them. They Ought to Learn How to avoid distractions if they are supposed to have work done. They Ought to work in areas in which they are likely to be more bothered and tell folks when they Are active and cannot be bothered
- **Not Delegating:** Wanting-to-do-all by oneself is another Eliminate control. They believe that workers cannot do anything. They fear that something will fail if a project is taken more than by somebody. They lack time to get long-term preparation since They Are bogged down in daily surgeries
- **Unnecessary Meetings:** When there is a meeting held Productive comes from it that assembly was unnecessary. Evidently, such meetings are thieves since the period is wasted and things just do not begin
- **The "Shuffling Blues":** Managers waste time due to disorganization. Maintaining things that they need eliminating clutter, which makes sure they have information or of the materials they want before observing a day-planner or program and beginning on the job will keep the 'blues' away.
- **Poor Physical Setup:** Not having the items that the supervisors need within simple Reach and using a good deal of the things which they need outcomes that are close-by In wastage of time of a great deal, wearing the rug out, regaining what they need. And naturally, as they and other people they will pass Pull them to steal a few of their time.

- **Poor Networking:** Quality Connections with Since they open doors to the supervisors with all types of chances, failing to create a network foundation will lead them to waste time producing what they've experienced through their community, Workers and many others can be a.
- **Bad Attitude:** Nothing sinks per day longer It induces the supervisors to live on not the answers and the issues and makes it feasible to throw off. They're forfeiting their time when they're burdening others.
- **Negative People:** Being surrounded by individuals could Mean the supervisors are currently spending a great deal of their time Listening to them but becoming nothing purposeful or much from them avoiding the will be helped by men and women Supervisors find a few of their time and to minimize hours.

THE 'FIVE TIME ZONE' CONCEPT

To Quicken the Ability supervisors will need to strike a balance between polychronic and monochrome elements of time management. The five hyperlinks in the 'Five' Time Zone' strategy are--private organization systems vision strategies, dedication and energy.

- **Developing Zone 1 - Vision and Goals:** Supervisors should hunt for dreams, not jobs. Their own standards and values guide these dreams, and also the direction they wish to take After their dreams are crystallized, they have to do some thinking to make goals from actions and their dreams steps from their objectives.
- **Developing Zone 2 - Strategies:** Having established aims, supervisors can now proceed into zone two - strategies. There is A strategy necessary to turn goals and dreams. Writing down things and employing some kind of preparation 'instrument' are secrets to successful preparation. They ought to plan for actions and payoff for low and high priorities.
- **Developing Zone 3 - Personal Organisation system.** Organising the desk, followup, paperwork surroundings are part of private company system.
- **Developing Zone 4 - Procrastination** be overcome breaking up the blocks by identifying why one is procrastinating and visualizing the completion of a job while in a relaxed state. 1 means to do this to identify the real reason for the procrastination - psychological, logical, personal or ethical barrier to activity. Strategic could be brought into play to deal with this, after this has surfaced into the conscious.
- **Developing Zone 5 - Energy:** The Last Element That keeps the chain together is zone five, the energy zone. Managers must check their office environment, as the environment they work in may sap or strengthen their energy levels. They must recognize the prime period --the time of day if they are most energetic and awake -- high-priority can be scheduled by them Actions for all these times.

ELEMENTS OF EFFECTIVE TIME MANAGEMENT

Time goes at the exact same rate no matter what one does. One cannot accelerate its speed or slow down it. Unlike other tools that one manages, there's absolutely no way to control time. The best you can do is take charge of yourself investing oneself in these items that matter most in the life of one.

Effective time management requires increasing the potency of a supervisor in getting the things done that need to be carried out and reducing the impact of the time stealers. The following are the vital elements that combine to enable a

supervisor to get rid of distractions and inefficiencies in the work process to make the most of time management.

Activity Time Log

The first step to managing time is to discover how supervisors are spending their time. Keeping a Time Log is a means. Supervisors may produce a record of tasks or the activities which some time is spent by them on. In which they have a chance the act of measuring is enough to boost their habits in their consciousness. Time Log demands that supervisors monitor all of the jobs - like the regular tasks like commuting, reading a paper, attending and eating phone etc.

Activity logs are invaluable tools for inspecting how managers utilize their time. They can assist supervisors to monitor their vitality, endurance and endurance for changes. They'll have the ability to detect and protect against time wasting or tasks that are low-yield by analyzing their action log. They will understand the times of day where they are the best, so they can execute their tasks.

Studies show that supervisors do a miniscule of genuine work daily - 1.5 hours of actual work every day. Depending on the evaluation of Task Time Log within a certain period of time, it's possible for supervisors to figure their efficiency ratio. Efficacy ratio is the total amount of time spent by supervisors on the job divided by the quantity of time that they spent at the workplace.

$$\text{Efficiency Ratio} = (\text{Time Doing "Real Work"})/(\text{Time Spent "At Work"})$$

Assuming that Supervisors have done just 15 hours of real productive time per week (60 hrs), the Daily Efficiency Ratio of a supervisor is just 25 percent of their time.

Goal -Setting

An individual's life is a succession of tiny and large decisions and decisions. It's those options that a individual handles, not time's stream. A vital distinction between successful and unsuccessful supervisors is the high quality and viability of attaining the targets they set for themselves. Aims state the quantifiable and outcomes to be achieved the time and by the supervisors to achieve them.

Entails wisdom that comes from practical experience which helps managers direct their subconscious and conscious decisions. The procedure for establishing goals helps supervisors choose where they wish to go inside their private and professional life. They determine the attempts by knowing exactly what they would like to attain.

Targets are targets with no consequences that are predictable? To remain focused, supervisors visualize and should target these goals. They ought to identify quarters from where they could pool up tools required to place together to accomplish these aims and the service.

Month, the priority aims should occupy a supervisor's time for a single. The following step is to produce a listing that is fresh. While some are going to drop off, some targets will remain top priority. The aims will be accompanied by a listing of specific to accomplish measures. Manager should put aside a time every day to work on priority objectives. Emphasis must be on results instead of activity.

Defining Priorities

Prioritizing means "taking conscious control of one's decisions and choosing to invest more time about the actions and tasks which are valuable and important, and not as much time on the ones which aren't..." The significance of delegating tasks or actions is driven home by the favorite Rock, Pebbles, and Sand Analogy for Time Management.

Managers need to recognize they cannot conduct action or action they consume. Given the limitations of funds and time, they need to be discerning and knowingly decide to spend some time. They must remember is that they begin task or an action, they are ruling out.

They could utilize prioritization tools when supervisors need to select among many jobs. The essential ones are outlined below. It can be helpful to utilize a tool and to break from the method of looking they don't utilize all the time.

Effective Folks In this section, jobs are categorized by four quadrants.

- Quadrant 1 signifies things that are both urgent and important – tagged "firefighting". The actions will need to be managed immediately, and they're important.
- Even though the actions lead to attaining the targets and priorities, and here are significant - that they don't need to be carried out. Whenever they are sometimes given quality notion to 17, they may be scheduled. A fantastic example could be the groundwork of a conversation, or mentoring a person. Private relaxation/recreation, family time and prayer time are a part.
- Distractions are represented by quadrant 3. They need to be taken care of right now, but aren't important. By way of instance, when an telephone call is answered by a individual," he's needed to disrupt whatever he's currently performing to answer it.
- Quadrant 4 signifies things which are some encounters could Fall into this class - they've been scheduled beforehand, but then they have wasted, should they reach nothing time. Examples may include excellent comfort or family time plus time.

Scheduling Activities

After delegating them and identifying the actions, now is the time. It's crucial to organize a program in addition to a program, After scheduling. The program is very important to your success of their actions and activities, but it's the preparation to assist you find out whether or not one is on program and to monitor the progress of one.

Managers should attempt using project milestones that are substantial for planning of every landmark but in their preparation: plan the conclusion of these elements and write down the elements that are crucial. It's helpful to maintain the program of one in organizer or an appointment book.

CONCLUSIONS

It's stated that time and tide waits for none our efforts ought to be stop others and to create the best use of time and their time. Time actually is a rare source since it applies to of the resources.

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